

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, to plan, organize and direct the activities of the Community Development Department, including the Planning, Building and Engineering divisions; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a department director classification with overall responsibility for the activities of the Community Development department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Community Development Department including the Planning, Building and Engineering divisions responsible for development plans, engineering services, building inspections and permits, code enforcement, environmental studies and housing program
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department
- Confers with and provides professional assistance to City staff members on Community Development matters
- Advises the City Manager and City Council on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Plans, directs and coordinates, through subordinate managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility
- Reviews and prepares recommendations on all commercial, industrial and residential developments and redevelopment projects; coordinates the processing of all Community Development planning and engineering projects through project completion; consults with subdividers, developers, engineers, architects, outside agencies and others regarding proposed development plans
- Coordinates procedures for developing and implementing an efficient project review and project permitting process among the three divisions, as well as with affected outside agencies

- Analyzes plans for major development projects and engineering plans for compliance with the City's goals and policies, regulations and standards, and General Plan; reviews plans and studies that affect the City of Rocklin and projects within surrounding jurisdictions or those proposed by other regional agencies
- Coordinates the preparation of environmental assessments and impact reports; makes recommendations on the impacts and mitigation measures for major development projects
- Conducts special planning, zoning, annexation and environmental studies; prepares related reports
- Administers the City's housing rehabilitation program and first-time homebuyer program
- Administers CDBG programs and funds generated from these programs
- Administers the City's zoning, subdivision and other land use ordinances and policies; prepares recommendations for revisions of such ordinances to conform with community characteristics and needs
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public
- Directs the selection, evaluation and training and development of department staff
- Directs and reviews the work of contract consultants providing assistance to staff
- Participate in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations
- Stays abreast of legislation, new trends and innovations in the areas of responsibility
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Community Development activities
- Contemporary trends and practices of Community Development
- Applicable federal, state and local laws, codes and ordinances
- Advanced principles and practices of urban planning and development, housing program development and redevelopment
- Engineering practices and procedures as applied to planning and development projects and the design and management of City engineering/construction projects
- Planning, zoning and subdivision design
- Principles and procedures of building inspection and code enforcement

- Construction methods and materials, and variations in their quality
- Principles and practices of the Uniform Building, Plumbing, Mechanical and Electric codes
- Federal / state housing programs and related grants
- Research methods and sources of information related to urban growth and development
- Recent developments, current literature and sources of information related to municipal planning and administration
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Community Development department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Community Development activities
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials and supplies
- Analyzing site design, terrain constraints, circulation, land use compatibility, utilities and other urban services
- Interpreting planning/zoning programs to the general public
- Ensuring project/plan compliance with federal, state and local rules, laws, and regulations, and standards of quality
- Reading and interpreting design/technical specifications and drawings
- Researching, analyzing and evaluating new service delivery methods, procedures and techniques
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Communicating clearly and concisely, both orally and in writing
- Preparing clear, concise and accurate reports, correspondence and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in urban or regional planning, engineering, public administration or related field and six (6) years of

increasingly responsible professional municipal planning experience, including at least three (3) years of significant administrative and management responsibilities.

LICENSES AND CERTIFICATES

Valid California driver's license

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On occasion, will work in field, drive a vehicle and be exposed to traffic, construction hazards, and weather conditions. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights. Manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.